



Hawaii Public Housing Authority (HPHA)

*We invite highly motivated individuals to make a difference in the lives of others,
by joining the team that manages Hawaii's Public Housing Properties.*

EXEMPT ADMINISTRATIVE POSITIONS

❖ **PROPERTY MANAGEMENT & MAINTENANCE SERVICES BRANCH CHIEF**

The Hawaii Public Housing Authority (HPHA) is seeking a highly motivated, innovative and qualified individual that welcomes challenges, to be its Property Management and Maintenance Services Branch Chief. The successful candidate will manage 6000+ statewide federal state properties; develops and/or revises and implements policies and procedures, rules and regulations which govern the operation of housing management programs in compliance with applicable statutes and procedures for program enhancement. In addition, this position will be responsible for the creation and management of partnerships with community organizations, programs to promote economic opportunity and management practices to ensure the viability of our properties.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Valid Class 3, Hawaii State Driver License or equivalent.

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree in business administration, public administration, social sciences, or closely related field. Substitution: In lieu of education, work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered; e.g. must possess the knowledge, skills, and abilities.

Experience:

Supervisory Experience: Five (5) years of supervisory experience which includes: 1) planning and directing the work of others; 2) assigning and reviewing their work; 3) advising them of difficult problem areas, and 4) training and development of employees.

Preferred and Specialized Experience: Five (5) years of progressively responsible experience in the areas of property management, Department of Housing Urban Development (HUD) Rental Assistance experience, asset management budgeting, and fiscal/financial management.

❖ **CHIEF COMPLIANCE OFFICER**

This position oversees and manages the agency's Housing Compliance Office to ensure all public housing programs comply with State and Federal Housing Laws, Limited English Proficiency, American Disabilities Act (ADA), Title VI of the Civil Rights Act (EEO), and Section 504 of the Rehabilitation Act of 1973; assists program managers in reviewing Federal and State laws, rules and regulations to determine their impact on the agency's procedures, and assists program managers in determining and developing operational procedural changes. This position reviews and investigates all programs and activities for any performance deficiencies, fraud, waste and mismanagement and recommends corrective action to the Executive Director.

Salary Range:

\$6,666.67 - \$7,500.00 Monthly

\$80,000.00 – \$90,000.00 Annually

Minimum Requirement and Experience:

Graduation from an accredited four (4) year college or university with a bachelor's degree in public administration, business administration, human resources or other related field of study.

Specialized Experience:

Comparable work experience may be substituted for educational requirement on a year for year basis. Four (4) years of progressively responsible experience which demonstrates ability as a manager of operational activities which include developing and implementing policies and procedures, experience in ADA, EEO and Section 504, review and evaluation of operations to obtain maximum effectiveness and efficiency, federally assisted housing programs, program planning, program budgeting, directing programs that provides staff advice and assistance to staff; giving technical advice and direction to management; experience in training employees and making oral presentations.

Supervisory Experience:

Two (2) years of experience in supervising others in coordinating and assigning workloads, evaluating performance, assisting in difficult and problem areas, and performing timely accomplishment of work objectives.

❖ **PROJECT ENGINEER**

The HPHA's Construction Management Branch is seeking a Project Engineer to manage major capital improvement projects for Federal and State Public Housing developments statewide. As a Project Engineer, the incumbent will be responsible for managing several design and construction projects, ensuring that they are completed within budget and time frames, funding deadlines, and in accordance with federal and/or state rules and regulations. This position will plan projects, prepare cost estimates, manage design, and construction progress, change proposal and progress payment requests, maintain cost data records, wage and hour certification, accessibility compliance, review complex engineering designs, manage and administer multiple design construction contacts and projects for the HPHA.

❖ **PROJECT ENGINEER** *(continued)*

Salary Range:

\$5,833.33 - \$6,666.67 Monthly

\$70,000.00 – \$80,000.00 Annually

Minimum Qualification Requirements:

Education: Graduation from an accredited college or university with a Bachelor's degree in Architecture, Landscape Architecture, Building Construction or Engineering.

Substitution: Excess work experience as described below which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for Education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

Experience: Three (3) years of experience in the planning, design and construction of projects as a project coordinator, project manager. or contracting officer is preferred.

Quality of Experience: Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

❖ **HOUSING MAINTENANCE MANAGER**

The Hawaii Public Housing Authority is seeking a Housing Maintenance Manager. This position is located in the Property Management and Maintenance Services Branch (PMMSB). The PMMSB is responsible for administering and managing various Federal and State rental housing programs and provides day-to-day management for public housing projects throughout the State of Hawaii.

The incumbent is responsible for serving as a liaison between the PMMSB, Central Maintenance Service Section, Management Units' maintenance staff, and Construction Management Branch in the planning of preventive maintenance and repairs of state and public housing, maintaining and reviewing required records and ensuring building code compliance, solving complex problems and responding to and resolving emergencies.

Salary Range:

\$4,968.00 - \$6,044.00

\$59,616.00 - \$72,528.00 Annually

Minimum Qualification Requirements:

Education: Graduated from a four-year accredited college or university with a degree in Engineering, Facilities Maintenance Construction or other related field.

Experience: Five (5) years of progressively responsible relevant experience in the housing,

❖ **HOUSING MAINTENANCE MANAGER** *(continued)*

remodernization, repair, commercial construction, maintenance, planning, redevelopment and including 3 years of supervisory work experience. Additional qualifying experience may be a General Contractor.

❖ **HOUSING PLANNER**

The Hawaii Public Housing Authority's Planning and Evaluation Office is responsible for the planning, evaluation, research activities for programs administered by the agency. The Planning and Evaluation Office is currently seeking a Housing Planner to be responsible for performing program planning, public representation and media relations, development, research and analysis in support of HPHA's programs, and includes planning for HPHA legislative and rule making activities.

Salary Range:

\$4413.00 - \$5373.00 Monthly

\$52,956.00 – \$64,476.00 Annually

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Driver's license preferred.

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree and major preferably in urban or regional planning, public administration, business administration or related fields.

Substitution: In lieu of education, work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered; e.g. must possess the knowledge, skills, and abilities.

Experience: One (1) year of progressively complex responsible experience that required the application of research and analysis principles for the formulation of plans and programs, and policy recommendations. Experience must have included the collection and evaluation of an extensive variety of physical, social economic and/or environmental data, determination of public opinion and general community objectives and policies to obtain a comprehensive perspective of conditions and identify problems and opportunities in the area of concern.

❖ **PROGRAM SPECIALIST & TENANT SERVICES**

The Property Management & Maintenance Services Branch is seeking a Program Specialist & Tenant Services. This position is responsible for assisting and overseeing activities for the planning, contracting, collaboration and/or directing of support services programs such as safety and crime prevention, case management and counseling, resident councils, and social and economic self-sufficiency activities.

❖ **PROGRAM SPECIALIST & TENANT SERVICES** *(continued)*

Salary Range:

\$4,413.00 - \$4,777.00 Monthly

\$52,956.00 – \$57,324.00 Annually

Minimum Qualification Requirements:

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree.

Experience: One (1) year of work experience which included the evaluation and integration of data to develop alternatives to meet goals and objectives; responsibility for budget review; initiating correspondence and program policy.

Required License: Valid Class 3, Hawaii State Driver License preferred.

❖ **PROPERTY MANAGEMENT SPECIALIST**

The Property Management & Maintenance Services Branch is seeking a Property Management Specialist. This position is primarily responsible for analyzing proposals for the management of rental properties. This position monitors property management agreements to ensure all terms and agreements are met and executed in accordance to rules and regulations. This position also coordinates and/or conducts special inspections, resolves complaints and conducts tenant file reviews to verify compliance with State and Federal regulations for housing programs eligibility.

Salary Range:

\$4,413.00 - \$4,777.00 Monthly

\$52,956.00 – \$57,324.00 Annually

Minimum Qualification Requirements:

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree.

Experience: Minimum two (2) years of specialized experience in property evaluation, operation of residential and/or commercial properties, including efficient utilization and maintenance of real property which includes property evaluation, preparation of management proposals, solicitation of tenants, planning and execution of protection and maintenance of buildings and grounds. Experience in property inspection (HUD Real Estate Assessment) is required.

❖ **RESIDENT SERVICES PROGRAM SPECIALIST**

The Property Management & Maintenance Services Branch is seeking a Resident Services Program Specialist. This position is responsible for overseeing and planning, contracting, collaboration and/or directing support services programs such as safety and crime prevention, case management, counseling, resident councils, social and economic self-sufficiency activities. In addition, this position works directly with the branch manager, public housing managers and

❖ **RESIDENT SERVICES PROGRAM SPECIALIST** *(continued)*

public housing associations on tenant program services.

Salary Range:

\$4,413.00 - \$4,777.00 Monthly

\$52,956.00 – \$57,324.00 Annually

Minimum Qualification Requirements

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree.

Substitution: In lieu of education, work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the positions for which he/she is being considered; e.g. must possess the knowledge, skills and abilities.

Experience: One (1) year of specialized experience which included the evaluation and integration of data to develop alternatives to meet goals and objectives; responsibility for budget review; initiating correspondence and program policy.

Required License: Valid Class 3, Hawaii State Driver License or equivalent

❖ **PUBLIC HOUSING SERVICES COORDINATOR**

The Property Management & Maintenance Services Branch is seeking a Public Housing Services Coordinator. This position is responsible for providing tenant relations, inspection recertification/reexamination, and program services during the normal business hours and beyond 4:30pm. The Public Housing Services Coordinator will be responsible for tenant services, site visits, interviewing residents and staff, developing programs for tenants and work with service providers; reviewing tenant complaints and conducting investigations after hours. The incumbent must be available to work after hours, including weekends.

Salary Range:

\$5,373.00 - \$6,535.00 Monthly

\$64,476.00 - \$78,420.00 Annually

Minimum Qualification Requirements

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree.

Substitution: In lieu of education, work experience may be substituted. For work experience to

- ❖ qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the positions for which he/she is being considered; e.g. must possess the knowledge, skills and abilities.

❖ **PUBLIC HOUSING SERVICES COORDINATOR** (continued)

Experience: Four (4) years of experience which includes responsibility in administrative and analytical experience in the provision of direct social, community, or housing services.

Required License: Valid Class 3, Hawaii State Driver License or equivalent

***Note:** The above positions are exempt non-civil service and on continuous recruitment until filled. HPHA is an equal opportunity employer. We offer competitive compensation package with added benefits with the State of Hawaii. Salary range is commensurate with training and experience.*

For consideration, you may submit a cover letter, a completed State of Hawaii Application for Non-civil Service Appointment HRD 278 (see link below), and a detailed resume to:

Hawaii Public Housing Authority
Human Resources Office – Building J
1002 N. School Street
Honolulu, Hawaii 96817

Email: hphajobs@hawaii.gov | Fax: (808) 832-5979

The State of Hawaii Application for Non-Civil Service Appointment, HRD 278 may be accessed online at <http://humanservices.hawaii.gov/application-for-non-civil-service-appointment/>.

For a list of other positions please visit <https://www.governmentjobs.com/careers/hawaii> and apply online.